

30 April 1951

MEMORANDUM TO: Chief, Real Estate and Construction Division
 Chief, Reproduction Division
 Chief, Transportation Division
 Chief, Bldg. Maintenance & Utilities Division
 Acting Chief, Records Mgt. & Dist. Branch,
 General Services Division
 Acting Chief, Machine Records Branch,
 General Services Division

FROM: Chief, Administrative Services

SUBJECT: Designation of Acting Deputy Chief, Administrative Services

1. Effective today, [redacted] is designated as Acting Deputy Chief, Administrative Services. All personnel actions, requests for approval of overtime, work orders, requests for travel orders for Administrative Services personnel, GSA field space agreements, contracts, leases, similar documents, and the usual administrative correspondence will be prepared for his signature.

25X1A9A

2. All matters of a policy or procedural nature, and those submitted to Assistant Directors, Office Chiefs or the office of the Deputy Director (Administration) will be prepared for the signature of the Chief, Administrative Services.

[redacted]

25X1A9A

NEW:lw

cc:

[redacted]
 chrono
 Dir. (memos) file
 Dele. of Authority ✓
 [redacted] pers. action file

Document No. 064
 NO CHANGE in Class. ☒
☐ DECLASSIFIED
 Class. CHANGED by TS S C
 AUTHORITY, 4/27/77
 Auth: [redacted]
 Date: 6 APR 1951 By: [redacted]

25X1

25X1

Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050042-1

Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050042-1